



City of Chandler e-Agenda Collection Project Viewing Instructions

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E-AGENDA

Introduction

In order to expand and expedite the availability of the Council Agenda, the City of Chandler has implemented e-Agenda. E-Agenda or *electronic agenda* is currently at the end of Phase I. This includes scanning the agenda and making it available digitally via CD-ROM and the city's Intranet, ChanWeb. Phase II of this project will include electronic submittal of the documents for direct conversion thus eliminating the scanning process. This will expedite publication of the agenda, enable full-text search, reduce conversion errors, incorporate digital signatures and set the stage for the citywide Electronic Document Management System (EDMS).

Future Plans

Phase II will culminate in the publication of the agenda on the city's Internet site for public access.

Additional Information

Feedback on accessibility, format or content can be directed to the City Clerk's Office at (480) 782-2183.

VIEWING E-AGENDA

e-Agenda is in Portable Document Format (.PDF), which can be viewed utilizing a software program called Adobe Acrobat Reader. It can be viewed by city employees on ChanWeb or, can be obtained by the public on CD-ROM.

ADOBE ACROBAT READER

Adobe Acrobat Reader can be freely distributed provided that it is unaltered and is labeled as copyright protected. It can be downloaded from the Internet at <http://www.adobe.com>. Once at this site, click on the Get Adobe Reader icon.



Acrobat Reader 5.0 is available on the CD-ROM distributed by the City Clerk's Office.

System Requirements

System Requirements for Acrobat Reader 4.0 Windows:

- i486 or Pentium processor-based personal computer



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- Microsoft Windows 95, Windows 98, or Windows NT 4.0 with Service Pack 3 or later
- 8 MB of RAM on Windows 95 and Windows 98 (16 MB recommended)
- 16 MB of RAM on Windows NT (24 MB recommended)
- 10 MB of available hard disk space
- Additional 50 MB of hard disk space for Asian Fonts (optional)

Installing Adobe Acrobat Reader from CD-ROM

To install Adobe Acrobat 5.0 from the city's CD-ROM, insert the CD and click on the Install Acrobat Reader icon on the Autorun menu (the menu that automatically comes on the screen). Follow the instructions Adobe provides.

NAVIGATION

In addition to the common Windows-based navigation tools such as scroll bars, up and down arrows, first and last page arrows and previous/next page arrows, the City Council Agenda has been configured with tools to assist in quick navigation of the supporting documentation. *Bookmarks* are displayed in the left windowpane in essentially a table-of-content format. *Direct Text Links* have been created so that a single mouse click on the desired item can quickly display the supporting documentation for that item. Return bookmarks are in place to return to the agenda.

Bookmarks

Bookmarks are listed in a window called the *navigation pane* located to the left of the agenda. The agenda has been configured to display bookmarks, by default, when opened. If bookmarks are not displayed, then select Window from the menu bar across the top and then select Show Bookmarks, or press F5.

Clicking on the bookmark should navigate you directly to the desired agenda item. To return to the agenda, select the bookmark, "Return to Agenda". This has been configured to return you to the first page of the agenda. Should you desire to return to the location of the agenda that you were previously viewing, then click on the left arrow button on the toolbar across the top of the screen.

Links

Direct Text Links provide the ability to increase the viewing area while retaining navigability. The portion of the agenda item displayed in blue, underlined text is a link to the supporting documentation. The navigation pane can be closed by selecting Window from the menu bar across the top and then select Hide Bookmarks, or by pressing F5. This allows the viewing window to span the entire screen and increase visibility. Click



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on the left arrow button on the toolbar across the top of the screen to return to the previous pages.

Thumbnails

Thumbnails are tiny graphical depictions of the actual page. They are located in the navigation pane along with the bookmarks. To access the thumbnails, click on the Thumbnails tab in the navigation pane. If the navigation pane is not displayed, then select Window from the menu bar across the top and then select Show Bookmarks, or press F5.

Thumbnails can be quickly scrolled and will display a red rectangle to show you the area you are currently viewing.

Zoom

The Zoom feature is basically the same as found in most Windows-based software packages. To access, simply click on the button with the picture of the magnifying glass or, press Z on the keyboard. The cursor should then appear like a magnifying glass when placed over a viewable portion of the document. When you click on the document, it will enlarge. Hold the Ctrl key down, and the tiny “plus” sign in the magnifying glass should change to a “minus” sign. Then, when you click on the document it should be reduced in size. Currently, the view can be increased to 1600%!

Magnification

Magnification allows you to select a specific portion of a document or graphic and rapidly enlarge it for viewing. To access, simply click on the button with the picture of the magnifying glass. The cursor should then appear like a magnifying glass when placed over a viewable portion of the document. Click (hold-down the mouse button) and drag the mouse in an “L” shape to draw a dotted-line box around the area you would like to view. When the button is released, it will immediately enlarge the selected area for viewing.

Quick Sizing

The agenda is configured to open in “Fit Width” size. Especially when reducing and enlarging the image, you may want to quickly restore the image to the default size.

To quickly size a document, select one of the buttons with the picture of a page on it.



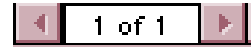
If you place your mouse pointer over the button (without pressing) it will show you the description of the icon. For example, the pages are Actual Size, Fit in Window, and Fit Width. Select the view you would like by clicking on the desired button.



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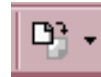
Go Directly to Specified Page

To quickly navigate to a specific page number, highlight the text in the page location window located on the bottom border of the screen. Click and drag over the page information contained in the box, type the desired page number and press the Enter key.

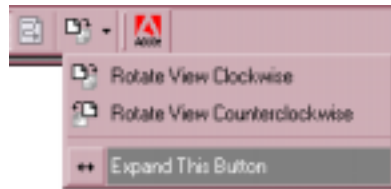


Rotate Page

If a page appears upside-down or sideways, as occurs occasionally with maps and diagrams, click on View from the menu bar across the top and then select Rotate Clockwise or Rotate Counterclockwise. You can also select the button with a picture of a page and a downward curved arrow as shown here.



If you select the triangular arrow to the right of the button, it opens a menu to select Clockwise or Counterclockwise rotation.



You can also select to Expand This Button and this will display a button for clockwise and a button for counterclockwise rotation.



Search

Currently, only the agenda itself is searchable, the bookmarked supporting documentation is not. When you are in the agenda, you can click on the icon with a picture of binoculars on it or select Edit from the menu bar across the top and select Find or press Ctrl+F.

Enter the word you would like to search and select the search criteria, such as Whole Word Only and then click on the Find button,

ADDITIONAL HELP

More detailed instructions on Acrobat Reader are available by selecting Help from the menu bar across the top and then select Reader Guide



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FOR THE VISUALLY IMPAIRED

Direct Text Links have been incorporated so that those who are visually impaired can increase the viewing area while retaining navigability.

In its efforts to ensure optimum accessibility for visually impaired citizens, the City of Chandler is researching the tools and procedures necessary to produce the e-Agenda in tagged Adobe PDF.

Additionally, research on the implementation of specialized formatting of documents to make it easier for assistive technologies, such as screen readers, to understand the logical reading order of the content is underway.

Please see <http://access.adobe.com/AccessGuide.pdf> and/or <http://www.w3.org/TR/WCAG10/> for more information on this topic.